

Directory for
Wisconsin
Department
of Revenue

I. INTRODUCTION

This publication briefly describes the functions of each office or division of the Wisconsin Department of Revenue, under the direction of the Secretary of Revenue. It also lists addresses and phone numbers of Department of Revenue offices, which you can contact for additional information.

Unless otherwise noted, all offices are located in the State Revenue Building at 2135 Rimrock Road in Madison.

II. OFFICE OF THE SECRETARY
P.O. Box 8933 MS 624-A
Madison, WI 53708-8933

The **Secretary's Office** is responsible for administering state and local taxes in a fair, efficient and equitable manner while advocating sound tax and fiscal policies and providing property tax relief. The Secretary is assisted in the above tasks by a Deputy Secretary, who focuses on the administration of the agency, as well as federal, local and inter-agency relations, and an Executive Assistant, who deals primarily with policy development.

The **Office of General Counsel** provides legal counsel to the Secretary of Revenue and other agency officials, litigates tax cases, reviews proposed administrative rules and tax legislation and works with other state agencies on legal matters.

The **Office of Public Affairs** assists the Secretary and other department officials to communicate effectively with the media and other agency customers.

The **Office of Technology Services** administers technology services for all parts of the department, including data administration, applications development, workstation support, data collection and technology planning.

The **Legislative Liaison** monitors legislative matters of interest to the department and coordinates the development of tax legislation and fiscal notes.

Secretary's Office608/266-6466
Office of General Counsel608/266-3974
Office of Public Affairs608/261-2271
Office of Technology Services608/266-8653
Legislative Liaison608/267-1262

III. ENTERPRISE SERVICES DIVISION
P.O. Box 8931, Madison, WI 53708-8931

The **Enterprise Services Division** provides department-wide services in: budgeting, financial management, purchasing, printing, records management, personnel, affirmative action, training, organizational and employee development, employee assistance, safety, employment relations, and management improvement studies.

Office of the Administrator608/264-8175
Bureau of Budget608/266-3347
Bureau of Financial and Management Services608/266-8469
Bureau of Human Resource Services608/266-3842

IV. INCOME, SALES, AND EXCISE TAX
DIVISION (IS&E)

The **Income, Sales, and Excise Tax Division** administers the tax laws relating to income, withholding, franchise, sales and use, local exposition, estate, fiduciary, liquor, beer, wine, cigarette, tobacco products, and motor vehicle, alternate, and aviation fuel taxes, and homestead and farmland preservation credits. It provides technical assistance, audits returns, collects delinquent taxes, and investigates criminal tax cases.

Office of the Administrator608/266-2772
Bureau of Audit608/266-2772
Bureau of Compliance608/266-7879
Criminal Investigation Section608/266-2772

Additional Madison telephone numbers for the IS&E Division are listed in Part IX.

Offices in Other Wisconsin Cities –
IS&E Division

Appleton	265 W. Northland Ave.	54911	920/832-2727
Baraboo	1000 Log Lodge Ct.	53913-9293	608/356-3472
Beaver Dam	220 Seippel Blvd.	53916-2341	920/356-6090
Eau Claire	718 W. Clairemont Ave.		715/836-2811
	54701-4558		
Elkhorn	715 W. Walworth St.	53121-1558	262/723-4098
Fond du Lac	845 S. Main St., Ste. 150		920/929-3985
	54935-6113		
Grafton	1930 Wisconsin Ave.		262/375-7948
	53024-2606		
Green Bay	200 N. Jefferson St., Rm. 526		920/448-5179
	54301-5158		
Hayward	100 Ranch Rd.	54843-6462	715/634-8478
Hudson	2100 O'Neil Rd., Ste. 200		715/381-5060
	54016-8195		
Janesville	2524 Morse St.	53545-3006	608/758-6190
Kenosha	4911 88th Ave., Ste. B		262/653-7088
	53144-7439		
La Crosse	620 Main St., Rm. 213		608/785-9720
	54601-4161		
Lancaster	130 W. Elm St.	53813-1257	608/723-2641
Marinette	Courthouse, 1926 Hall Ave.		715/732-7565
	54143-1717		
Milwaukee	819 N. 6th St., Rm. 408		414/227-4000
	53203-1606		
Oshkosh	515 S. Washburn, Ste. 105		920/424-2100
	54904-9184		
Rhineland	203 Schiek Plaza	54501-3364	715/365-2666
Sheboygan	807 Center Ave.	53081-4414	920/459-3101
Superior	1225 Tower Ave., Ste. 315		715/392-7985
	54880-1545		
Tomah	203 E. Clifton St..	54660-0007	608/372-3256
Waukesha	141 N.W. Barstow St.		262/521-5310
	53188-3789		
Wausau	One Wausau Center,		715/842-8665
	710 Third St.	54403-4700	
Wisconsin Rapids	1681 2nd Ave. S.		715/421-0500
	54495		

Out-of-State Offices – IS&E Division		
Illinois	Bldg. B - Ste. 112 800 Roosevelt Rd. Glen Ellyn, IL 60137	630/469-3880
Minnesota	8120 Penn Ave. South, Ste. 149, Bloomington, MN 55431	952/884-4304
New York	One Penn Plaza, Rm. 4512 New York, NY 10119	212/594-4553

V. LOTTERY DIVISION
P.O. Box 8941, Madison, WI 53708-8941

The **Lottery Division** generates property tax relief funding by creating and operating pull-tab, instant scratch, and on-line lottery games. It strives to achieve the highest possible funding by fostering player participation and strong retailer and vendor relationships.

Office of the Administrator	608/261-8800
Bureau of Operations	608/264-6604
Bureau of Product Development	608/267-4817
Bureau of Retailer Relations	608/267-7180

Lottery Validation Office

Madison	2135 Rimrock Rd. 53713	608/266-7777
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Lottery Redemption Centers

Eau Claire	707 S. Barstow St. 54701	715/836-6696
Fond du Lac	845 S. Main, Ste. 140 54935	920/929-7218
Green Bay	200 N. Jefferson St., 5th Fl. 54301	920/448-5208
Milwaukee	819 N. 6th St., Rm. 570 53203	414/227-3882
Wausau	710 Third St. 54403	715/845-2596

VI. PROCESSING AND CUSTOMER SERVICE DIVISION (PCS)

The **Processing and Customer Service Division**: processes various types of tax returns, tax forms, and other tax documents; registers retailers for sales and use tax and employers for withholding; promotes the use of electronic alternatives; responds to taxpayer inquiries; educates customers about various tax issues; and ensures well-designed and customer-friendly forms and publications.

Office of the Administrator	608/266-2772
Bureau of Customer Service and Education	608/266-2772
Bureau of Processing	608/266-2772

Additional Madison telephone numbers for the PCS Division are listed in Part IX.

VII. RESEARCH AND POLICY DIVISION (R&P)
P.O. Box 8933, Madison, WI 53708-8933

The **Research and Policy Division** provides detailed analyses of fiscal and economic policies to the Secretary of Revenue, the Executive Office and other state officials. The division assesses the impact of current and proposed tax laws, prepares official general fund tax collection estimates used to develop the executive budget, issues quarterly forecasts of the state's economy and develops various statistical reports.

Office of the Administrator	608/266-2700
Bureau of Tax and Fiscal Policy	608/266-2700
Economic Forecasting and Research Team	608/266-2700

VIII. STATE AND LOCAL FINANCE DIVISION (SLF)

The **State and Local Finance Division** is responsible for establishing the state's equalized values; assessing all manufacturing and telecommunica-

tion company property for property tax purposes; assessing and collecting taxes on utilities, railroads, airlines, mining, and other special properties; and providing financial management and technical assistance to municipal and county governments. It also administers the state shared revenue, property tax relief payments for municipal services and the lottery credit program, along with providing property assessment administration and certification of assessment personnel.

Madison Offices – SLF Division
P.O. Box 8971 MS 6-97, Madison, WI 53708-8971

Office of the Administrator	608/266-9758
Bureau of Local Financial Assistance	608/266-1657
Bureau of Utility and Special Taxes	608/266-8162
Bureau of Assessment Practices	608/266-8202
Bureau of Equalization	608/266-8131
Bureau of Manufacturing and Telco Assessment	608/266-3845

District Offices – SLF Division

Bureau of Equalization

Eau Claire	707 S. Barstow St. 54701-3894	715/836-2866
Fond du Lac	845 S. Main, Ste. 140 54935-6155	920/929-2970
Green Bay	200 N. Jefferson St., Rm. 525 54301-5183	920/448-5196
Madison	P.O. Box 8909 MS 3-424 53708-8909	608/266-8192
Milwaukee	819 N. 6th St., Rm. 570 53203-1682	414/227-4455
Wausau	710 Third St. 54403-4700	715/842-5885

Bureau of Manufacturing and Telco Assessment

Eau Claire	707 S. Barstow St. 54701-3894	715/836-4925
Fond du Lac	845 S. Main, Ste. 140 54935-6116	920/929-2962
Green Bay	200 N. Jefferson St., Ste. 626 54301-5190	920/448-5191

Madison	P.O. Box 8909 53708-8909	608/267-1355
Milwaukee	819 N. 6th St., Rm. 530 53203-1610	414/227-4456

IX. IS&E AND PCS DIVISIONS

Madison Telephone Numbers
(608 area code)

General Information	266-2772
TTY (All Inquiries)	267-1049
Alcohol and Tobacco Enforcement	266-2776
Beverage Tax (Beer, Liquor, and Wine)	266-2776
Business Tax Registration	266-2776
Cigarette Tax	266-2776
Cigarette Tax Stamps	266-3282
Copies of Tax Returns and Credit Claims	266-2890
Corporation Franchise and Income Tax	266-2772
Audit of Tax Returns	266-2772
Return Processing	266-0800
Criminal Investigation Section	266-2772
Delinquent Tax Information	266-7879
Estate Tax	266-2772
Estimated Tax (Individual and Corporation)	266-2772
Excise Tax (Field Audit of Returns)	267-3556
Exposition Tax	266-2776
Fiduciary Income Tax	266-2772
Forms Ordering	266-1961
Fuel Tax, Petroleum Inspection Fees	266-3223
Refund Claims	266-7363
Registration	266-2776
Homestead Credit	266-8641
Audit of Claims	266-2772
Refunds (Processing)	266-8100
Individual Income Tax	266-2772
Audit of Tax Returns	266-2772
Refunds (Processing)	266-8100
Local Exposition Taxes	266-2776
Sales and Use Tax	266-2776
Refunds	266-2776
Registration	266-2776
Revocations	266-8619
Security Deposits	266-2276
Stadium Tax	266-2776
Tobacco Products Tax	266-2776
Withholding Tax	266-2776
Registration	266-2776